



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONTRIBUTIONS EXAMINER II	30	B	7.265
CONTRIBUTIONS EXAMINER I	28	B	7.266

#### SERIES CONCEPT

Contributions Examiners are responsible for the accurate registration of liable employers for unemployment insurance and reporting and collection of Federally and State mandated unemployment taxes and State mandated employment taxes. Incumbents determine liability of employers, tax liability dates, tax rates, and eligible years of experience rates and enter information into the computer.

Incumbents review and analyze delinquent employer accounts and accounts in collection to determine if legal action is warranted, calculate monies owed, verify the accuracy of all information and prepare necessary documents to be filed with the District and/or County Court in order to either initiate or terminate legal action.

Incumbents investigate the location of employer assets and initiates garnishment papers to verify existence of the assets, to place a hold on disposition and to establish Writ of Execution and instructions to the Sheriff to effect seizure of the assets if necessary.

Incumbents maintain accounts by reviewing statistical reports, identifying and investigating errors and making all necessary adjustments to ensure their accuracy.

Incumbents review status of all accounts and initiate actions to bring all delinquent accounts current by contacting employers to promote compliance with requirements and/or arrange for payment of outstanding liabilities including installment payment plans. Monitor and follow up on agreements to ensure employer compliance.

Incumbents communicate with employers, claimants, attorneys, accountants and all other interested parties regarding issues of unemployment taxes which may require explanation and interpretation. Advise employers of their rights and responsibilities under the unemployment compensation program.

Incumbents verify the accuracy of billing statements for all reimbursable accounts prior to mailing and make appropriate adjustments as necessary. Calculate annual charges for all reimbursable non-profit, government, political subdivision and voluntary election accounts and prepare and submit a spreadsheet of the information to Research section.

### **SERIES CONCEPT (Cont.)**

Incumbents analyze information received on disputed benefit claims including claimant's statement and field report to determine employers' liability and if information is sufficient to resolve claims; authorize or deny usage of wage credits for claimants or refer cases to supervisor for further investigation.

Incumbents perform related work as required.

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### **CLASS CONCEPTS**

#### **CONTRIBUTIONS EXAMINER II**

Under general direction Contributions Examiner II's perform the full range of duties as described in the series concept at full journey level. This is the second level in the two level series. It is distinguished from the Contribution Examiner I level by its increased degree of independence in performing work duties which are more complex than those performed at the lower level.

#### **CONTRIBUTIONS EXAMINER I**

Under immediate supervision, Contributions Examiner I's perform the full range of duties as described in the series concept in a training capacity. Work is assigned through specific instruction and reviewed for technical accuracy. This is the first level in the series. It is the entry level.

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### **MINIMUM QUALIFICATIONS**

#### **CONTRIBUTIONS EXAMINER II:**

##### **EDUCATION AND EXPERIENCE:**

I

Graduation from high school or the equivalent and three years of previous bookkeeping or collections experience involving the interpretation and application of rules, regulations and law or three years of previous experience which included contact with the public to explain procedures and elicit facts, make determinations and verify information, compose reports and correspondence, make basic mathematical calculations, and interpret written material, one year of which must be at a level equivalent to Contributions Examiner I; OR

II

An equivalent combination of education and experience.

**MINIMUM QUALIFICATIONS (Cont.)**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (These may be acquired on the job and/or are needed to perform the work assigned.)

Thorough knowledge of all Federal and State rules and regulations regarding unemployment taxation. Knowledge of various types of business enterprises such as sole proprietorship, corporations, partnerships, non-profit groups, etc. Knowledge of the department's automated system to effectively input and retrieve information.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of general office procedures, methods and equipment. Knowledge of investigative techniques to identify employer assets. Knowledge of the principles, practices and terminology of accounting.

Skill in conducting interviews, analyzing and interpreting program reports and records. Skill in written English sufficient to compose routine business correspondence and reports. Skill in basic mathematical computation to effectively calculate taxes, assessments and penalties.

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**CONTRIBUTIONS EXAMINER I:**

**EDUCATION AND EXPERIENCE:**

I

Graduation from high school or the equivalent and two years of previous bookkeeping or collections experience involving the interpretation and application of rules, regulations and law or two years of previous experience which included contact with the public to explain procedures and elicit facts, make determinations and verify information, compose reports and correspondence, make basic mathematical calculations, and interpret written material; OR

II

An equivalent combination of education and experience.

**MINIMUM QUALIFICATIONS (Cont.)**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of all Federal and State rules and regulations regarding unemployment taxation. General knowledge of various types of business enterprises such as sole proprietorship, corporations, partnerships, non-profit groups, etc. Knowledge of the department's automated system to effectively input and retrieve information.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of basic bookkeeping and record keeping principles and practices. Knowledge of basic audit methods and procedures. Knowledge of investigative techniques to identify employer assets. General knowledge of the principles, practices and terminology of accounting.

Skill in written English sufficient to compose routine business correspondence and reports. Skill in basic mathematical computation to effectively calculate taxes, assessments and penalties.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.265</u>	<u>7.266</u>
ESTABLISHED:	07/01/87P	07/01/87-12P
	04/14/87PC	04/14/87PC
REVISED:	07/01/93P	07/01/93P
	09/24/92PC	09/24/92PC